

PROTOCOL FOR REQUESTS FOR FOLLOW-UP DURING PUBLIC COMMENTS AT CITY COUNCIL MEETINGS

During the Public Comments portion of City Council meetings, there is often a need to initiate follow-up actions with a resident regarding a specific issue. Attached is a copy of our "Public Comments: Request for Follow-up" card. A stack of these cards will be kept at the Sergeant-At-Arms station during all meetings. The cards are useful tools in gathering the speaker's contact information such as address and telephone number as these are not always provided on the City Clerk's speaker's form.

Should you desire follow-up on a specific public comment, please advise the City Administrator during the meeting that you would like the resident to complete a follow-up card. Sergeant at Arms is prepared to assist the speaker in completing the card and will return it to me the following day. I will then forward to the appropriate department head so that follow-up may be initiated.

PUBLIC HEARING REQUEST TO SPEAK FORM

PURSUANT TO GOVERNMENT CODE SECTION 54953.3, COMPLETING THIS FORM OR PROVIDING ANY INFORMATION ON THIS FORM IS VOLUNTARY. ALL PERSONS MAY ATTEND AND PARTICIPATE IN THIS MEETING REGARDLESS OF WHETHER THEY HAVE COMPLETED THIS FORM. ALL INFORMATION PROVIDED ON THIS FORM BECOMES PUBLIC INFORMATION TO DISCLOSURE TO ANY PERSON UPON REQUEST. FOR SECURITY REASONS, THE AREA IN WHICH THE CITY CLERK AND DEPARTMENT HEADS SIT WILL BE OFF LIMITS TO THE GENERAL PUBLIC DURING THE MEETING.

WELCOME **TO A MEETING OF THE HUNTINGTON BEACH CITY COUNCIL/REDEVELOPMENT AGENCY**

The public may address the Council/Agency on any item on the agenda or other items of interest during the section of the meeting devoted to PUBLIC COMMENTS. There is a time limit of three minutes per speaker. A speaker may not use the time of any other person. **If you would like to arrange a meeting to discuss your matter more thoroughly, please contact the City Council Office at (714) 536-5553.**

The public is invited to address the City Council/Redevelopment Agency on PUBLIC HEARING agenda items when those items are called before the Council/Agency. As noted above, providing any of the following information is voluntary; however, it will help the Council/Agency or the staff to contact you after the conclusion of the meeting, if necessary.

PLEASE PRINT CLEARLY

DATE:			GROUP AFFILIATION (Optional):		
YOUR NAME:			TELEPHONE:		
			(Optional)		
Please Print					
ADDRESS (Optional):					
Street		City		Zip Code	
<input type="checkbox"/> PUBLIC HEARING TESTIMONY			AGENDA ITEM NO. _____		
<i>Comments provided under the Public Hearing portion of the agenda will be considered a part of the public record.</i>					
<i>To provide comments on non-Public Hearing items, please fill out the pink Public Comments Request to Speak form.</i>					

The City Council/Redevelopment Agency is interested in your comments; however, policy **does not** permit taking immediate action on non-agendized items brought to the Council/Agency through Public Comments.

WHEN COMPLETE, PLEASE GIVE THIS FORM TO THE SERGEANT-AT-ARMS (the police officer who is located near the speaker's podium.) The City Clerk will call all speakers for both Public Comments and Public Hearings at the appropriate time. All proceedings are recorded.